



Employment Opportunity

Fiscal Technician 2

Range 32

\$2102 - \$2649 monthly

Recruitment: 625-2007

Opens: January 19, 2007

Closes: February 2, 2007

Location: Business Services, Financial Services, Accounts Payable
Located in Olympia

Job Summary: Reporting to the Accounts Payable Manager, this position provides organization-wide support to upper management and agency employees regarding agency utilities and cell phones. Key job responsibilities include:

- Analyzing, records management, reporting and processing all agency Utility and cellular phone documents for vendor payment
- Utilize the payment process of the agency Cell Phone Management System database (CPMS)
- Maintains, Reconciles and Audits an Excel ledger per account and Master List of all Utility and cellular phone vendor accounts.
- Processing Licensing batches
- Audits and enters "USE Tax" documents into Use Tax database.
- Prepares Warrant batches, and closeout and audit of batches.
- Performs on-line AFRS Batch input.

Key Competencies:

- Ability to analyze, implement and interpret fiscal information, OFM, GA and Agency regulations
- Ability to analyze reports and audit information obtained from data inquiries/reports in FASTRACK
- Ability to work accurately with forms and documents, entering and verifying information
- Excellent skills in keyboarding and personal computer usage, including Word and Excel
- Ability to work accurately with numerical/financial information
- Excellent records management and recordkeeping skills
- Proficiency in 10-key operation
- Ability to effectively convey information in writing clear e-mails and memos, responding courteously and communicating clearly in response to requests for information.

Working Conditions: This position requires that you be willing and able to:

- Work in the office during core business hours of 8:00 am to 5:00 pm.
- Sit at a desk for 8 hours per day doing extensive data entry on a computer, processing vendor payment claims, auditing documents and filing.
- Lift up to 40 pounds as a regular part of the job duties
- Accept that during July – September; biennial/fiscal closeout, very limited leave will be approved

Required Qualifications: To qualify for this position, you must have:

- High school graduation or GED equivalent
- At least 1 to 2 years of general clerical or fiscal experience
- Ability to demonstrate skills in document analysis, mathematical reasoning, following oral directions and using personal computers through testing. Note that if you are called for an interview, these skills will be assessed.

Preferred applicants will also have:

- One year of general accounting experience that includes processing payments to vendors and reviewing and working with invoices.
- Ability to process a high volume of data entry on the computer
- Demonstrated technical knowledge and skill in using spreadsheet software such as Microsoft Excel, to create spreadsheets and manipulate data.
- Experience using e-mail to provide information and advice to customers and staff in a service-oriented office environment
- Ability to clearly communicate orally and/or in writing
- Ability to use the 10-key calculator by touch

Notes:

This position is covered by a collective bargaining agreement between the State of Washington, Department of Fish and Wildlife and the Washington Federation of State Employees (WFSE), which contains a “union security” provision. This means that, as a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status.

How to Apply:

To apply for this position, complete a Washington State Application and answer the questions below. Submit your answers to the questions along with your application to Sue Vance, 600 Capitol Way N, Olympia, Washington 98501 or e-mail VANCESGV@DFW.WA.GOV . **All application materials must be received by the close of business on February 2, 2007.**

Experience and Training Exam. This exam is an evaluation of your experience and training. Follow the instructions carefully and provide complete answers. Be sure that any employment or formal training is also shown on your state job application.

On a separate sheet of paper, provide the information requested below. Note that a resume will not be accepted as a substitute for providing the information in the format below.

1. Tell us how you meet the required qualifications for this recruitment. Describe your clerical or fiscal experience, and your skills in 10-key operation. Specify any training completed that helps to provide any of the key competencies listed above.
For experience, specify your employer, job title, primary duties, and length of experience for each job you have held.
2. Describe any experience you have in data entry – volume of documents and accuracy.
3. If you have completed an accounting course, list the title, school and approximate date.
4. Briefly describe any experience or training that gives you a good working knowledge of Microsoft Excel.
5. Tell us about any experience communicating orally and/or in writing and the format used to communicate.

The Department of Fish and Wildlife actively supports diversity in the workplace. Women, racial and ethnic minorities, persons with disabilities, disabled veterans, and Vietnam-era veterans are all encouraged to apply. Disabled persons needing application/testing/interview assistance may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.